



Cascade County Special Use Permit Application

Cascade County Public Works Department
Planning Division
121 4th St No, STE 2H/I, Great Falls MT 59401
Phone: 406-454-6905 Fax: 406-454-6919

**Site Plan
Requirements
On Back**

\$450.00 Non Refundable Application Fee

Payment: Check (#) _____ Cash _____

OFFICE USE ONLY

Date Application Received: _____	Floodplain Permit (Attached): _____	(Y / N / N/A)
Application No.: _____	Variance Approval (Attached): _____	(Y / N / N/A)
	County Approach Permit (Attached): _____	(Y / N / N/A)
	Health Dept. Approval (Attached): _____	(Y / N / N/A)
Approved Permit No.: _____	Addressing Approval (Attached): _____	(Y / N / N/A)
Date of Final Approval: _____	Approved by (Staff): _____	

Applicant/Agent: _____ **Mailing Address:** _____

Home Phone: _____ Work Phone: _____ **Cell Phone:** _____

Owner(s) if different from applicant: _____ **Mailing Address:** _____

Home Phone: _____ Work Phone: _____ **Cell Phone:** _____

Property Address: _____ Sec _____ T _____ R _____

Lot(s) _____ Blk _____ **Geo Code:** _____ **Parcel #** _____

Use Permit Issued For: _____ **Current Zoning:** _____

Type of Improvement:

- | | | | |
|--|--|------------------------------------|--|
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Recreational Vehicles | <input type="checkbox"/> Shop/Shed | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Multiple Family | <input type="checkbox"/> Office | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Stick Built Home | <input type="checkbox"/> Garage | <input type="checkbox"/> Retail | <input type="checkbox"/> Public |
| <input type="checkbox"/> Other Residential | <input type="checkbox"/> Other Non-residential | <input type="checkbox"/> Barn | <input type="checkbox"/> Commercial |

Square Feet of Proposed Structure/Addition: _____ **Total Land Area Acres:** _____

Type of Water Supply: _____ **Type of Sewage Disposal:** _____

INSTRUCTIONS:

The Permit Application Form shall be submitted to the Cascade County Planning Office for review. The applicant shall obtain all required permits/forms:

- If your property is in a regulated floodplain, a Floodplain Permit must be obtained first from the Planning Office.
- If an approach to the property is from a county road, an Approach Permit is needed from the County Road Division.
- If your property needs an address assigned to it, you must obtain one from the Mapping/Addressing Office in the basement of the Civic Center.

- All projects that disturb an acre or more are required to have a “General Permit for Storm Water Discharges Associated with Construction Activity” from the MT Department of Environmental Quality (<http://www.deq.mt.gov/wqinfo/mpdes/stormwaterconstruction.mcp>).

SITE PLAN REQUIREMENTS: (PERMITS WILL NOT BE ISSUED WITHOUT AN ACCURATE SITE PLAN)

Provide a complete site plan at a suitable scale (1" = 40', 1" = 100', etc) which includes the following, as applicable:

Required	Obtained	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. The location of existing structures, boundaries, drainfields and utilities; include size, dimensions and current uses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Location of proposed structures, alterations, curb cuts, access points and utilities and the size, dimensions and uses thereof
<input type="checkbox"/>	<input type="checkbox"/>	3. Existing land use(s) on adjacent property
<input type="checkbox"/>	<input type="checkbox"/>	4. Disturbing one (1) acre or more; if yes, attach DEQ “General Permit for Storm Water Discharges Associated with Construction Activity”.
<input type="checkbox"/>	<input type="checkbox"/>	5. Location, size, dimensions and number of off-street parking spaces, including on-site vehicular driveways and type of surface improvements (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	6. Location and type of existing and proposed landscaping or buffering (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	7. Location, type and height of existing and proposed fencing and/or screening (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	8. Location, type and height of sight-obscuring improvement surrounding areas of storage for raw materials, finished products, machinery and equipment (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	9. Industrial Affidavit (if applicable)

ATTEST: I hereby certify that the information given herein is true and correct to the best of my knowledge. There are no restrictions placed upon my property which would prohibit the issuance of this permit. If there are any restrictions, then this permit shall become null and void. I hereby grant permission to any Cascade County Zoning Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Special Use Permit (SUP) Application

I. General Information for Applicants

- A. **Understanding the Regulations:** The first step in this process is to determine if your intended use is allowed within the zoning classification of the subject property. Portions of the Cascade County zoning map and the entire text of the zoning regulations are available online through the Cascade County Homepage at <http://departments.cascadecountymt.gov/planning>. Section 7 of the zoning regulations specifies what uses are allowed and restricted within each zoning category. Take Agricultural for example: wheat farming is allowed by right, a cell phone tower is allowed by Special Use Permit and apartment complexes are not permitted. If Section 7 of the Cascade County Zoning Regulations allows the proposed use by SUP, Section 10 then dictates the standard to be applied for issuing the permit. If the zoning does not allow the proposed use, then a zone change or a different location for the development will be required.
- B. **Standard for Special Use Permits:** First, the proposed use must be specifically mentioned as a category in Uses Permitted Upon Issuance of Special Permit within Section 7 of the zoning regulations. Second, no permits will be issued for a property in violation of any county ordinance or where the landowner is delinquent on their property taxes. Next, a public hearing will be held for each permit and all adjacent landowners will be notified of the proposed use and the time and place of the public hearing. The Zoning Board of Adjustment will take any comments into consideration when making their decision on whether or not to authorize the Special Use Permit. The Zoning Board of Adjustment will also set conditions of operation, designed to ensure that the development is a positive one for Cascade County. Finally, SUP's can expire and/or be revoked. If a permitted use at a site ceases for six (6) months or more for ANY reason, the permit is deemed expired and any future use must go back through the county permitting process and approved by the Zoning Board of Adjustment. The Zoning Board of Adjustment can also take action to revoke a permit if it finds that any condition of the permit has been violated.

II. Steps of the Application Process

- A. Visit with Cascade County Planning Staff to ensure the project will meet the standards for Special Use Permits as outlined previously.
- B. Complete, sign and return a Special Use Permit application with the \$450.00 application fee to Planning Staff.
Site plans, diagrams, business plans, photographs and other documents may be requested as part of a complete application, depending on the applicant's proposal.
- C. Planning Staff will schedule a public hearing before the *Cascade County Zoning Board of Adjustment*;
Legal notice will be published twice in the Great Falls Tribune (at least six (6) days separating each publication) and sent by certified mail to all adjacent landowners.
Planning Staff will present the application to the Zoning Board of Adjustment along with recommendations, based on findings of facts.
The *Zoning Board of Adjustment* will make a determination on the application; three (3) affirmative votes are needed to issue the permit.
- D. Upon written notice from the Planning Staff, the applicant may begin the permitted special use.
- E. Permits may be revoked or expire for the following reasons:
1. The *Zoning Board of Adjustment* finds them in violation of the conditions of the permit or another regulation/ordinance.
 2. The use ceases for six (6) months or longer.